MCA

MIDDLETOWN COMMISSION ON THE ARTS

If you have a question, call us: 860.638.4510
(8:30 am - 4:30 pm, Monday thru Friday; all other times leave a detailed message and we'll call you back)
or email: arts@middletownct.gov

Instructions for completing the MCA Grant Application (web-based):

We are pleased to offer the MCA Grant Application in PDF (portable document file) format. If you are a Mac OS X user with Preview as your default PDF-opening program you will need to use the Adobe Reader program in order to fill out online. To do this, you either make Adobe Reader your default or use the "Open With" feature when downloading the file. Following the instructions below will insure that your application is filled in with all necessary information. A printed copy can then be created for submission. We suggest that you print out a blank Application, fill it in by hand, and then reopen the Application on your computer to complete it on-screen. Preparing your data beforehand should enable you to complete the Application at one sitting (approx. 30 min.). **Remember that the data you enter cannot be saved to your computer. When you save the file, you only save the form, not the entered data!** <u>Suggestion:</u> as you finish each page, print it out. That way you can re-enter it later if your computer crashes before you complete the Application. And, make sure to keep a copy of the Application for your files.

INSTRUCTIONS:

1. Set cursor in 1st field box - this will be either the "Email:" box or, if you have no email address, the "APPLICANT:" box. Begin typing in your information (note: the cursor will be at the left edge of the box).

    NOTE regarding "Fields": more explicit directions in any given field (or box, if you prefer) are provided if you position and hold your cursor stationary in that field/box

2. When finished with one item (<u>field</u>), you may move to the next item by one of two methods:
    - pressing the "Tab" button on your keyboard (pressing "Enter" is <u>not</u> helpful here); or
    - moving your cursor to the next desired field and clicking in it

3. Wherever dollar amounts are required, do not use the "$" key. The period key is OK to use if you have cents to report.   <u>examples:</u>
    - 2344.55 will automatically convert to $2,344.55;
    - 250 will convert to $250.00

4. You may type your narratives in another text program (Word, AppleWorks, Notepad, etc.), then cut, and paste into the Report. Narrative replies are limited by space constraints of the particular field/box.

5. To complete the financial data on Page 2 enter the "SOURCE" information in that field, tab (or move cursor) to "AMOUNT" field and enter numerical information (you'll note that Line 1 has already been filled if you entered the "Grant Request" amount on page 1), and continue tabbing to complete the income data. If you have confirmation of income, click or hit "Enter" in the "Confirmation" box next to the "AMOUNT". When all income data is complete, set your cursor on the "RECIPIENT" field and repeat the procedures to complete. PLEASE NOTE THAT THE TOTAL AUTOMATICALLY APPEARS AT THE BOTTOM OF EACH AMOUNT COLUMN.

6. If you have received free (in-kind) services, click your cursor in the "YES" box; if not, click the "NO" box.

7. Continue to fill out the remainder of the form and remember to date the document.

8. Print out the MCA GRANT APPLICATION and sign where noted on Page 3 and mail to MCA, 100 Riverview Center-Suite 140, Middletown, CT 06457-3446

Thank you for using our web-based Application process. Your comments are welcome.

CITY OF MIDDLETOWN COMMISSION ON THE ARTS OFFICE
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